

# PROGRAM MANAGEMENT CAREER PROGRAM (PMCP)



**CAREER DAY**

HQ AFPC/DPKCM

1999

# Overview

Background

Who Are We?

What We Do For  
You



What You Need To Do



# Background

- Committee on Armed Services Study May 90
- Defense Acquisition Workforce Improvement Act (DAWIA), Title 10 USC, Chapter 87 (Nov 90)
- DAWIA Objectives

# A

## Comparison

PMCP

HQ AFPC/DPKCM  
Vacancies, Training  
& Career Dev.

Civ Only\* (12-15)  
Only PM (1101 & 63A)

\* integrating military into PMCP

APDP

SAF/AQXD  
Certification &  
Training

Mil & Civ (all grades/ranks)

All Acq Areas

Acq Corps

Classification  
Mil O-4 Above  
Civ GS-13 Above  
All Acq Areas



# Who Are We?



- Managed at HQ AFPC/DPK  
Randolph AFB

- 20 Civilian Career Programs

- Current Occupational Series Determines Your  
Primary Career Program

- All Career Programs Have The Same Purpose



Identify and Develop Well-Trained,  
Highly-Skilled Employees to Meet AF  
Needs

# Program Management Career Program (PMCP)

Established 1990

What we  
**DO**

- Centrally Manage Acquisition Program Manager Positions

- ⇒ Occupational Series 1101 & Grade GS-13/14/15

- ⇒ >50% CMCUNBZAF Skill Code on Acq Position

- Provide Training Opportunities

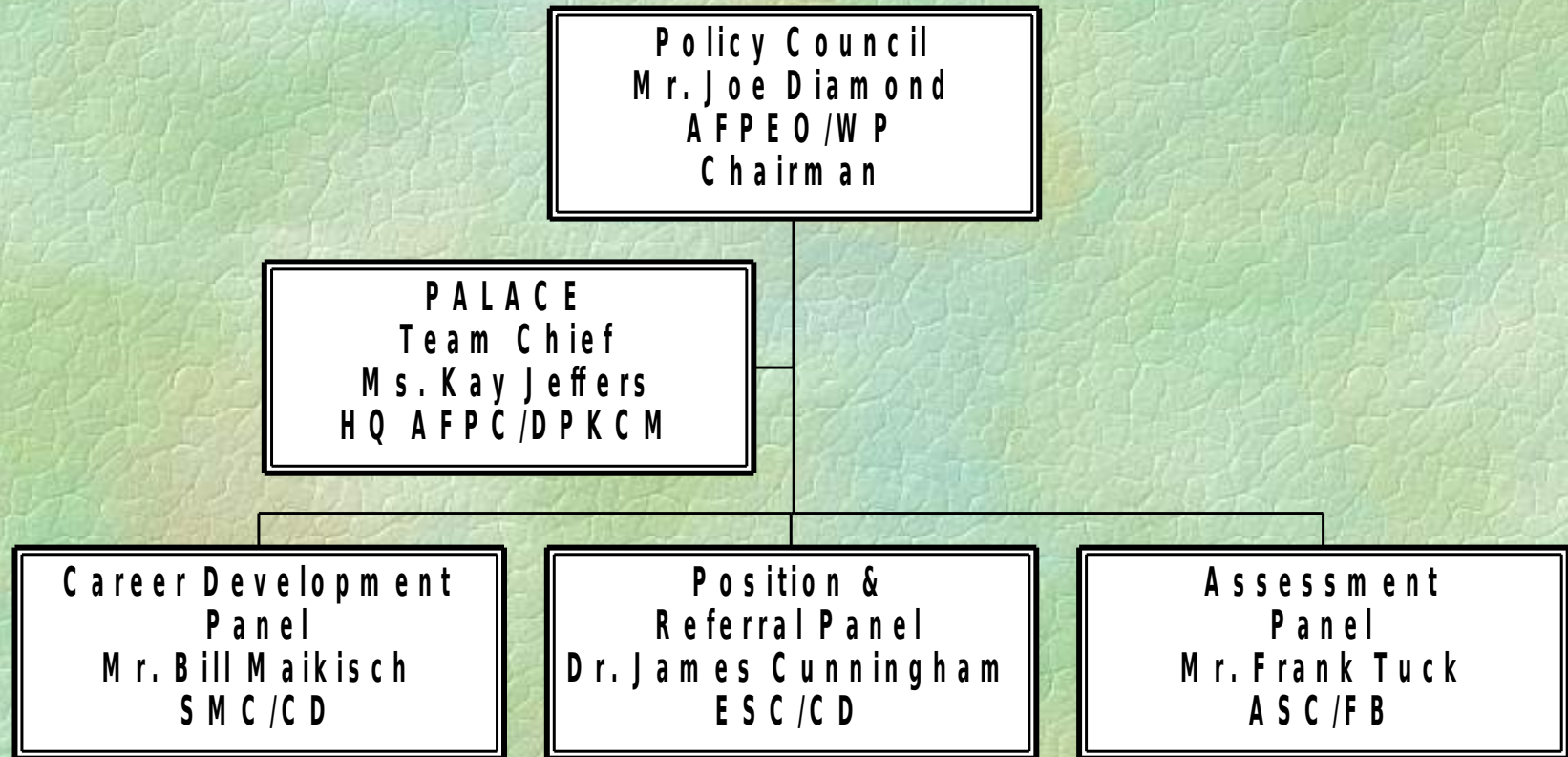
What we  
**DON'T DO!**

- Provide APDP Certification (SAF/AQXD)

- Modify or Change Personnel Records (CPFs)



# PMCP Structure

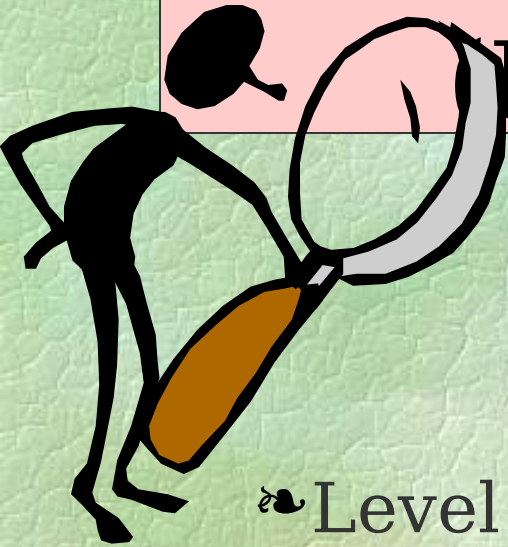


- Training & TA
- Development Opportunities

- PEPs
- Position Coverage
- WPS (TBD)

- Metrics
- Analysis
- Annual Report

# PMCP Registration (Basic Eligibility)



• Level I Certified in Functional Specialty of Program Management

and

- Held at Least a GS-12 Position Which Was/Is
  - An Acquisition Coded Position, And
  - Has a Qualifying Skill Code (Hundreds of Them Qualify) of at Least 25%



# PMCP Groups

## **REGISTRANTS** GS-12/13/14/15

≥ 12 on Acq Position With Qualifying Skill Codes (a lot) and at Least Level I in Acq Prgm Mgt (APDP).

AF Form 2675 Code "R"

## **FOCUS GROUP** GS-12/13/14/15

Registrant Criteria Plus Skill Codes ≥ 25%  
CMCUNBZAF, BLBUNBZAF, BPXZAF,  
APMZAF, ZAF

## **INCUMBENTS** GS-13/14/15

Focus Group Criteria Plus  
Occupy a Position That We  
Manage (CMCUNBZAF >50%)



# Group Benefits

## **REGISTRANTS -**

As Space Permits - On-Site Short Courses & PMCP  
Sponsored Refresher Training

**FOCUS GROUP** - Competitive for PMCP Positions  
Primary Audience for On-Site Short Courses &  
PMCP Sponsored Refresher Training  
WPS Calculated (When Implemented)

**1101 SERIES** - approx. 450 GS-12/13/14/15  
Tuition Assistance, EWI & IDEA, SOS

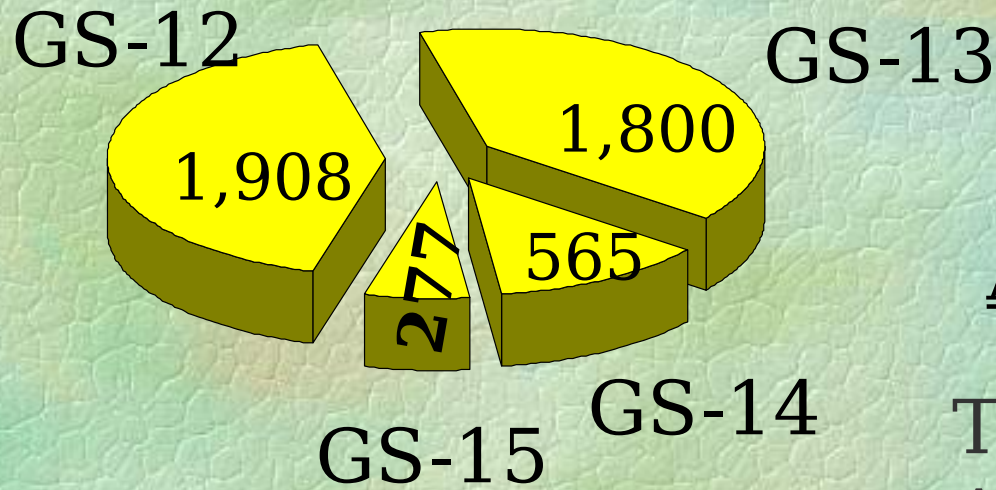
## **INCUMBENTS -**

MDC (via OPM)  
Specialized Management/Leadership  
Training



# PMCP Coverage

## All Registrants (4,550)

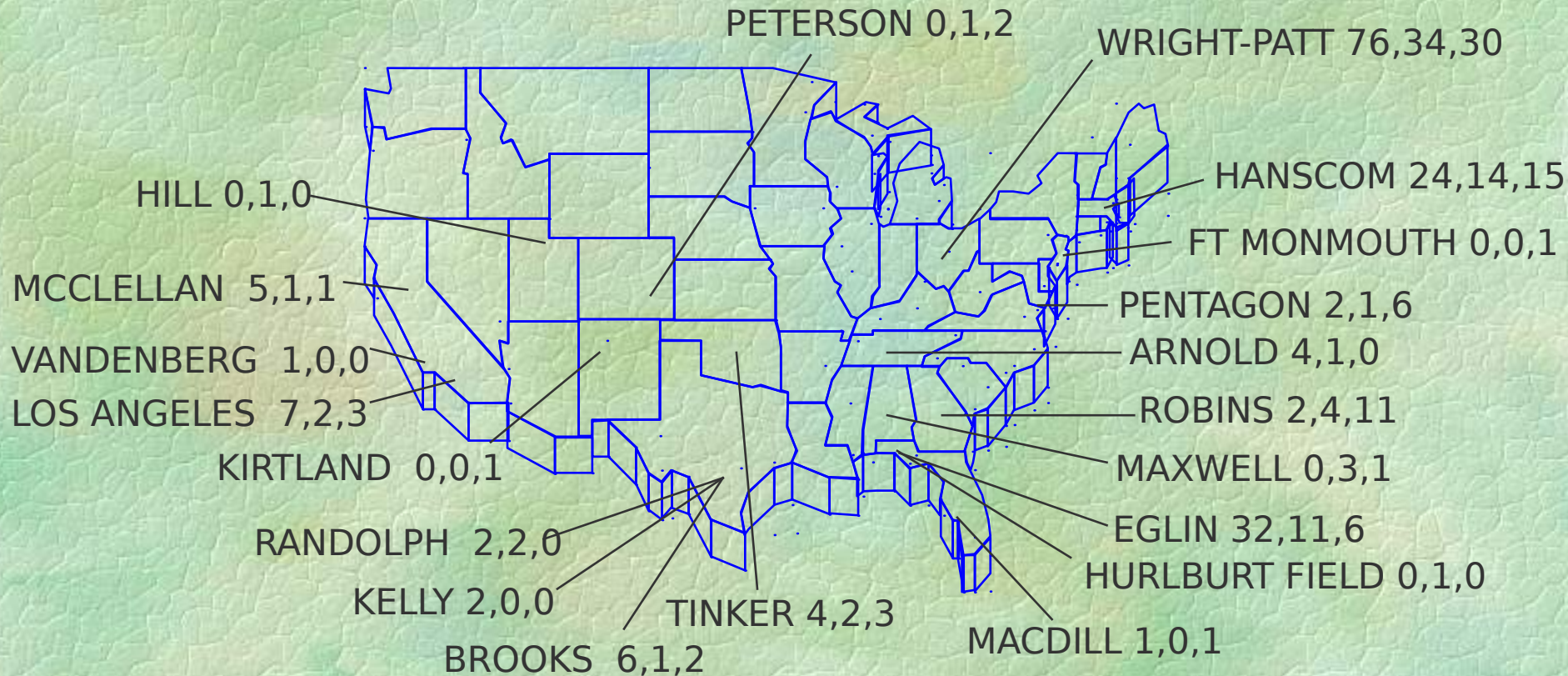


## AFB Registrants

The distribution for the AFB bases where we already conducted a career day starts at slide



# Location of Incumbents



**KEY: NAME OF AIR FORCE BASE THEN NUMBER OF GS-13,GS-14,GS-15  
AT THAT BASE, FOR A TOTAL OF 330 DISTRIBUTED AS 168,79,83**

**30 Apr**



# PMCP Services

*What we do for you*



- ✿ AF-Wide Referrals
  - Training & Tuition Assistance
  - Web Site
  - Workforce Analysis
  - Career Information & Counseling

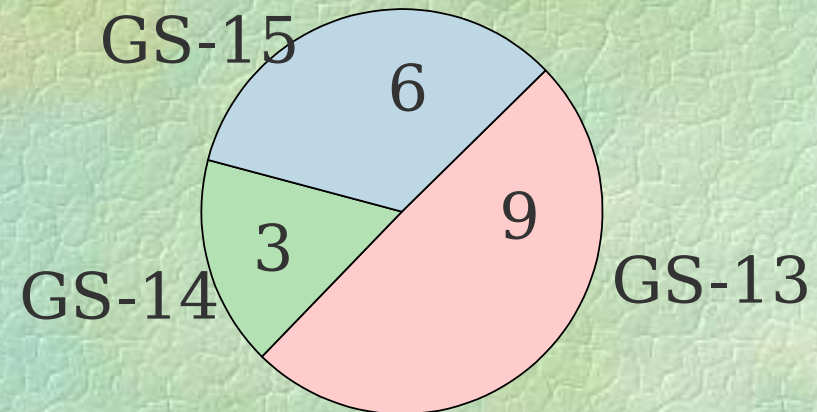
# AF Wide Referrals

- Systematic Approach
  - AF-Wide Applicant Pool (Registrants)
  - Match Geographic Preferences
  - Match Lowest Acceptable Grade
  - Identify Best Qualified/Rank
  - Provide PCS Funding

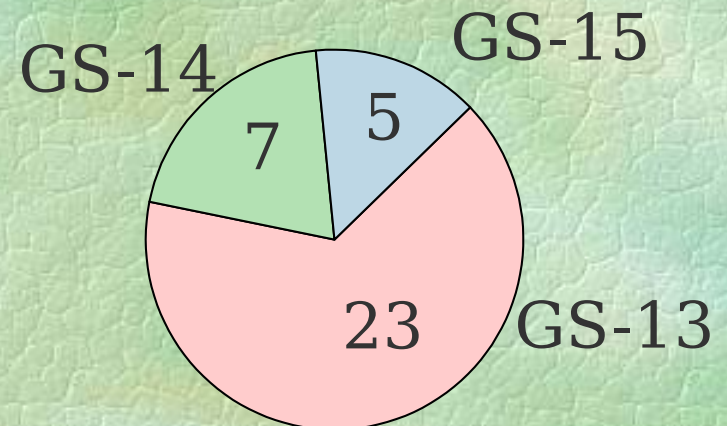
## □ Covered Positions

- GS-1101-13, 14 & 15

## FY99 Competitive Fills



## FY98 Competitive Fills





# Referral

S

- PMCP Uses PEPs To Rank Candidates
- Promotion Evaluation Patterns (PEPs)
  - Position Requirements Determine Which PEP to Use
- PEPs contain Progression Level Factors (PLFs)
  - Skill Codes: CMCUNBZAF, BLBUNBZAF, APMZAF, BPXZAF, ZAF
  - Experience: Acquisition, Program Office and Supervisory (if applicable)
  - Certification: Level II or Level III (as appropriate)
  - Education: BS/BA or MS/MA (as appropriate)

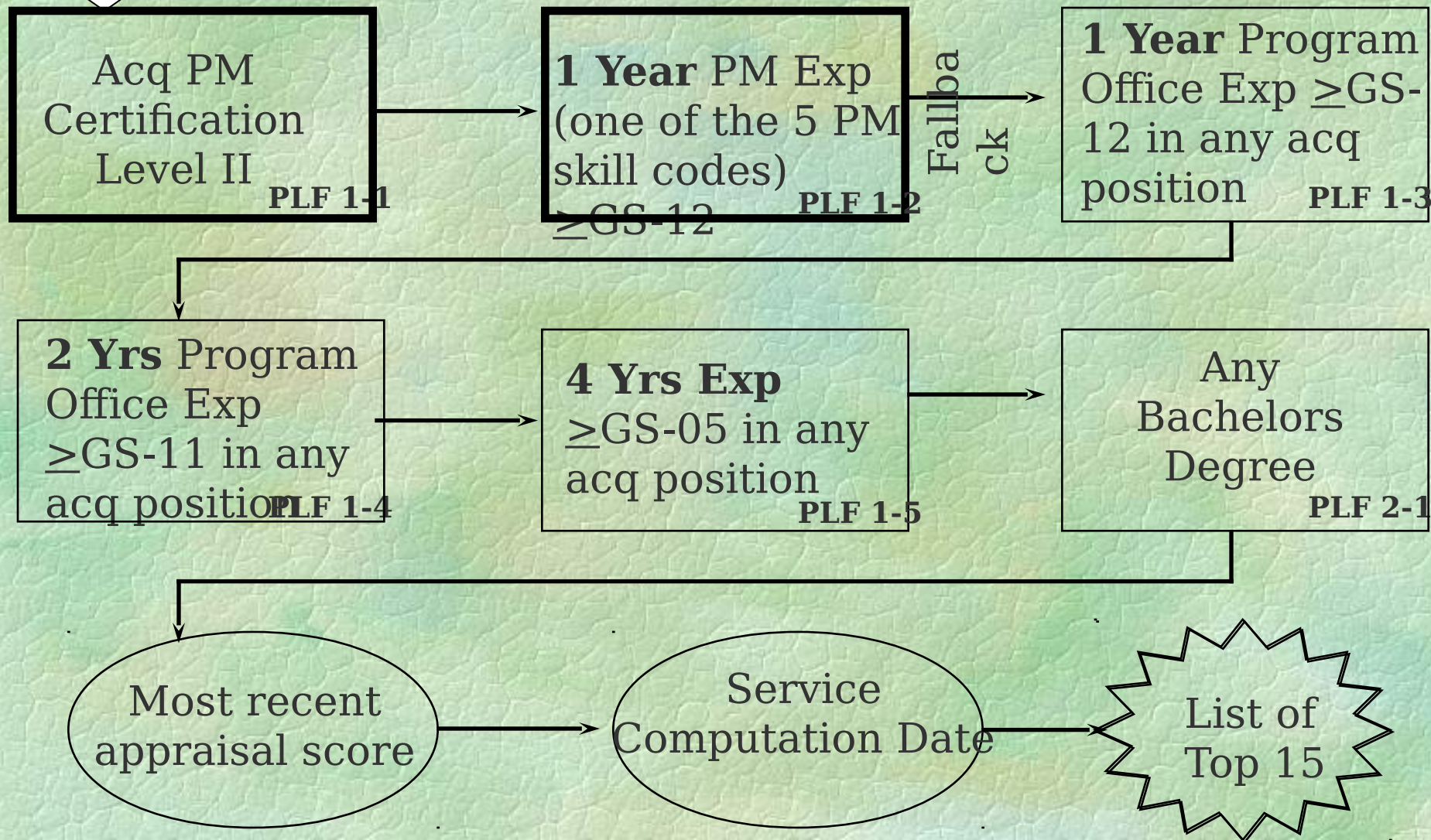


*Compete For Most GS/GM - 14 & 15 Position  
You Must Satisfy All PLFs!*



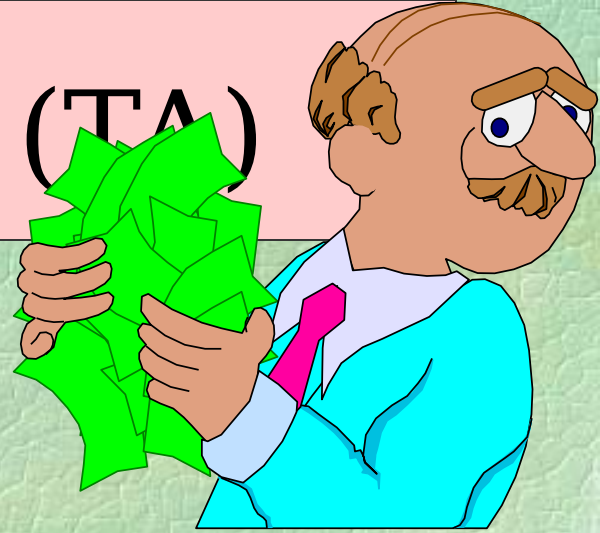
PACs  
(Personal  
Availability  
Codes)

# GS-1101-13 PEP (Supv Lvl 1)





# Tuition Assistance (TA)



## • Type of Courses or Degree

- DAWIA Related or Enhance/Improve Job Performance
- Graduate or Undergraduate

## □ Merit Based Selection Criteria

- Incumbents or GS-12 1101's (First Priority)

## □ Limits

- No Books or Fees (Only Tuition)
- \$6K Undergrad/\$8K Grad Tuition Cap (AF Lifetime)

## □ Timeframe

- Submit Request At Least 30 Days In Advance



# Trainin

g

## ☛ Training Provided

- Short Courses (On & Off Site)
- OPM Management Development Center (MDC)

## ☐ Request via CEP

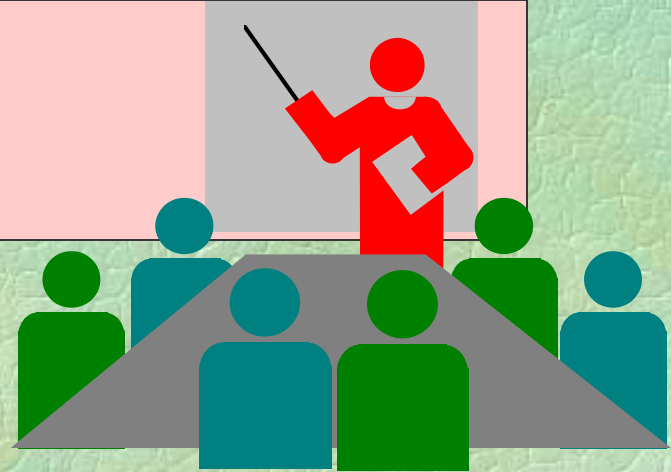
## ☐ AF Career Programs Training Guide

- <http://www.afpc.randolph.af.mil/cp/guide>

## ☐ Training Encouraged

- Civilian Competitive Development Program (CCDP)

– **Formerly LTT/ED**





# Training (CCDP)

## • Executive Leadership & Development (ELD)

- Only GS-15s Eligible

## ▢ PME & LTT

- GS Grades 12-15 Depending Upon the Course

## ▢ DLAMP Nominations Part of CCDP This CY

## ▢ MAJCOM Top Down Nomination Process

## ▢ POCs

⇒ Your training monitor

▢ CCDP: Mike Hameroff DSN 227-2827

▢ DLAMP: Sharon Biddle DSN 327-3630

▢ <http://www.dp.hq.af.mil/DP/dpde/comp>

AY00 Call  
Issued  
14 May 99

# Master Development Plan

## **EXPERIENCE**

### *(Duty Assignments)*

- Location
- Type Program
- Management/Supervisory
- Career Broadening/Enhancing

## **TRAINING**

- Systems Acquisition/Certification
- Management/Leadership/Supervisory
- PME Assignment

## **Planned Approach** for **Personal Development**

## **EDUCATION**

- Bachelors/Masters (PM Related)



# Web Site

## ☛ Main Communication Tool

### ☐ Items Of Interest (A Select Few)

- FAQs
- **News Notes (ALSO Via E-MAIL)**
- Referral & Training Activity
- Referral & Selection Process
- PALACE Team
- Document Library (This Briefing, Questionnaire Results, Annual Report, Master Development Plan, etc.)
- **GEOLOCs, Training & Award History - NEW!**

**<http://www.afpc.randolph.af.mil/cp/pr>**





# Workforce Analysis

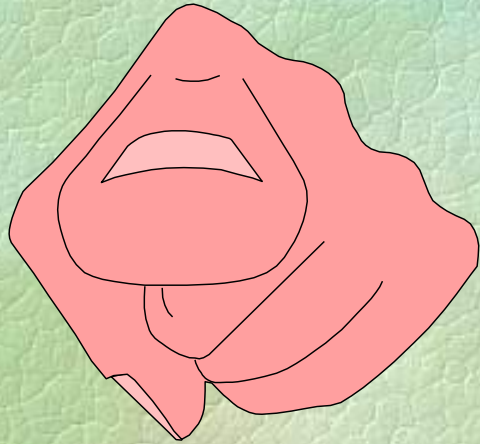
• Annual Report Contains Analysis of the PMCP

## □ Demographic Highlights

- ACAT I and II PMs: 8.7 Military to 1 Civilian
- Overall 63A:1101 4.2 Military to 1 Civilian
- 92% Of Focus Group From AFMC
- 94% Of Incumbents Have Bachelors
- 69% Of Incumbents Have Masters
- 86% Of Incumbents Are Level III Certified in PM
- 59% Of Incumbents Have Attended DSMC PMC
- 9% of PMCP Selections Involved PCS (since FY93)

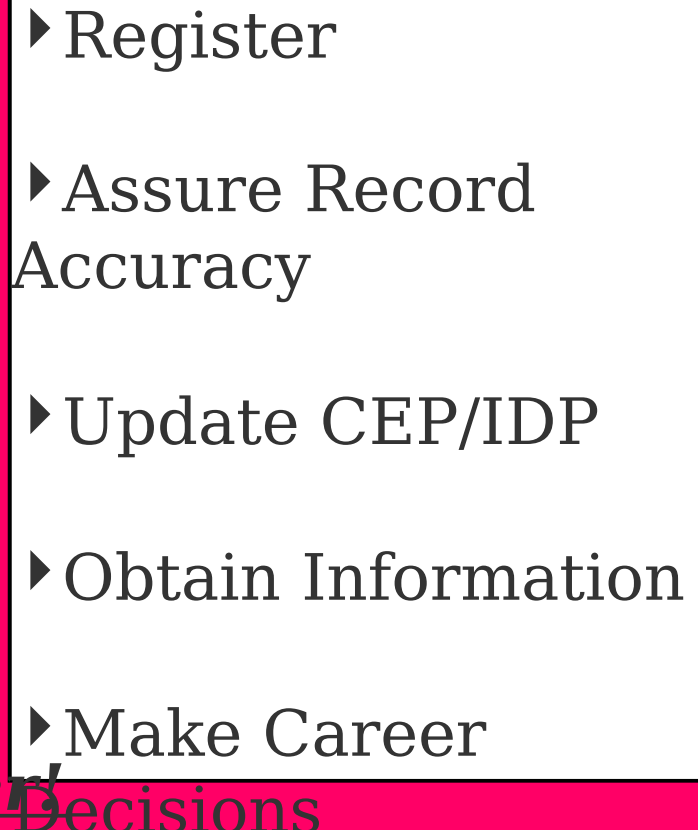


# Employee Responsibilities



What Do You  
Need to Do  
Successfully Manage  
Your Career

***are responsible for your career!***

- 
- ▶ Register
  - ▶ Assure Record Accuracy
  - ▶ Update CEP/IDP
  - ▶ Obtain Information
  - ▶ Make Career Decisions



# PMCP Administrator Advice

- ☛ If It's Not in Your Record You Didn't Do It
  - ▢ Most Records Contain Error(s)
  - ▢ Check Yours Records After a PCS, Reassignment, Promotion, etc. and Once a Year
    - PEP items and Phone # Most Important
  - ▢ Besides the PMCP, You Are Really the Only Person Who Cares About Your Career and Personnel Record
  - ▢ You Must Make and Take Time for Training



# Supervisor Responsibilities

## ☞ Know Your Employees

- Their Goals/Desires
- ☐ Understand Career Programs
- ☐ Realize Differences Between PMCP, APDP and Acq Corps
- ☐ Help Employee Complete CEP (IDP)
- ☐ Support Training Attendance & Self Development - Nominate Your Best
- ☐ Provide Feedback on Job Performance



# Individual Records Review

## ☛ One-on-One Review of Personnel Records

- Compare Your Records as Shown in the Personnel Data System to PMCP PEPs
- ☐ Need to Make Appointment
- ☐ Limited Time Only - Can Always Call Us At Randolph If Can't Make It Today
- ☐ Sign-Up Sheet Available



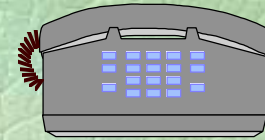
# Handouts & General Information

- ✓ PMCP Career Day Critique
- ✓ PMCP Fact Sheet (Planner Size)
  
- ☛ AFPC Call Center
  - DSN 665-2949 or 1-800-558-1404
- Check Info on the Internet
  - <http://www.afpc.randolph.af.mil/cp/>

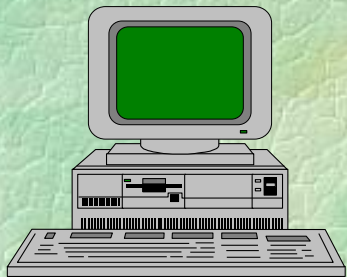




**HQ AFPC/DPKCM  
555 E Street West Suite 1  
Randolph AFB, TX 78150-4530**



**DSN 665-  
4129  
(210) 565-  
4129**

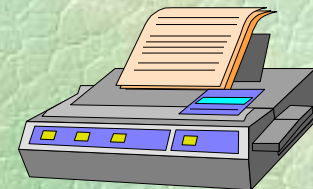


**e-mail: [pmcp@afpc.randolph.af.mil](mailto:pmcp@afpc.randolph.af.mil)**

**Internet:**

**<http://www.afpc.randolph.af.mil/cp/pmcp/>**

**FAX**



**DSN 665-2659  
(210) 565-265**

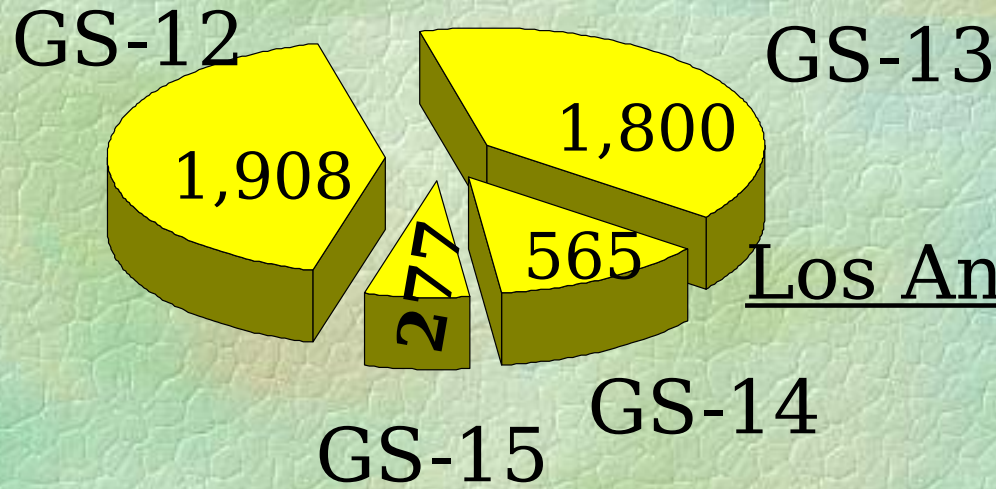


# Note to the Reader

- ☛ One of the Slides That Follow Was Originally Slide #11 When the Briefing Was Given at Your Base
- Bases Where PMCP Career Days Have Already Been Conducted Have a Slide Showing the PMCP Coverage at Their Base
- As Additional Career Days Are Conducted, the PMCP Coverage Slide for That Base Will Be Added to This File

# PMCP Coverage

## All Registrants (4,550)



## Los Angeles AFB Registrants (243)

